



Vacancy Announcement

Program Analyst GS-0343-13

Locality Pay Area Of Washington-Baltimore, DC-MD-VA-WV

Announcement Number: NW0343

Opening Date: 7 December 2004

Closing Date: 21 December 2004

Location: This position is the Analyst, Navy Exchange, Commissary and Shore Galley Programs, and is located on the staff of the Commander Navy Installations (CNI) Command, in Personnel Support Department located at Anacostia Naval Station, Washington, DC.

Commander, Navy Installations (CNI)
2713 Mitscher Road, S.W.
Washington, DC 20373

Area of Consideration: Current Department of the Navy (DON) employees

About Us: As the single responsible office, advocate, and point of contact for Navy installations, CNI's mission is to provide consistent effective and efficient shore installation services and support to sustain and improve current and future Fleet readiness and mission execution. CNI does this by providing unified and consistent procedures, standards of service, practices and funding to manage and oversee shore installation support to the Fleet. CNI executes delivery of installation services through its regions and installations. This mission will involve the coordination of policy, planning, budgeting and reporting for all regions and shore installations.

About the Job: This position serves as a Program Analyst. The incumbent is responsible for the formulation of all policy and coordination of activities and administration of Shore Station Galleys and Navy Exchange (NEX) non-appropriated fund activities within the CNI area of responsibility. The incumbent provides in-depth operational oversight for the Galley and NEX programs in the Navy Uniform Support Programs, and Defense Commissary Agency issues as they affect commissaries and Navy Exchange Marts (NEXMARTS) within CNI. The incumbent develops, coordinates, organizes and implements policies, procedures and regulations for ensuring effective resource management of Shore Station Galleys and NEX businesses and facilities. Serves as a senior Navy expert for policies and procedures. Advises Regional Commanders and Commanding Officers of current and effective management practices that should be employed in NEX businesses. Serves as the primary advisor to CNI on matters pertaining to the management and administration of General Mess operations. Maintains continuous liaison with subordinate commands to provide advice. Leads and/or participates on Command Evaluation Teams to determine the level of accreditation achieved by the Ashore General Messes.

Qualifications: OPM requires one year of specialized experience equivalent to the next lower grade level. To qualify for this position, your resume must show sufficient experience and/or education, knowledge, skills and abilities to perform the duties of the specific position for which you are being considered. This position requires knowledge of management and analysis concepts, principles and techniques. A level of knowledge and expertise is required that enables the incumbent to participate as a professional within the Command and with members of other organizations.

Additional qualification information should be obtained from the Office of Personnel Management web site:
[Group Coverage Qualifications Standards for Administrative and Management Positions](#)

Knowledge, Skills, & Abilities required:

Knowledge of policies and comprehensive proficiency in the use of the Shore Station Galley, NEX, Navy Lodge and commissary operations.

Knowledge of business and financial principles.

Knowledge of Navy organizations, directives and correspondence procedures.

Ability to plan, develop, monitor, coordinate and implement NEX and Ashore Galley programs at the local level.

Knowledge of military command structure, missions, programs and organizational relationships in the manpower community, as well as applicable laws, regulations, and directives applicable to manpower and manpower requirement issues.

Must have or be able to obtain a SECRET Security Clearance.

How to apply:

In order to be considered for this vacancy announcement, all interested applicants must submit their resume online to the [Management / Program Analyst / Officer NW0343](#) Open Continuous (OC) vacancy announcement no later than [December 21](#). To apply for this vacancy announcement online, you must first login to your Department of the Navy Civilian Hiring and Recruitment Tool (CHART) account.

To preview the vacancy announcement and for instructions on how to apply, click on the link below:

[Announcement Number: NW0343 - MANAGEMENT / PROGRAM ANALYST / OFFICER \(GS-0343\)](#)